

Executive Registry
68-44471

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DD/S 68-5097

16 OCT 1968

MEMORANDUM FOR: Chairman, Records Management Board

SUBJECT : CIA Records Management Program

25X1A 1. A meeting was held with the Executive Director on 7 October with
Messrs. Gordon Stewart, [REDACTED] and the DD/S
present. The meeting was called at the request of the Inspector General
25X1A to consider comments by [REDACTED] and a recent visit by [REDACTED]
of the IG Staff to the [REDACTED] 25X1A
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2. In summary, the discussion focused on the following problems:
(a) The need to define historical records so that such records will not be
destroyed in the purging program. (b) Clearly defining or providing a means
to so define what constitutes a record that must be retained by legal require-
ments. (c) Assignment of responsibility to a given office for records retention
in those cases where there is uncertainty as to the component having this
responsibility. (d) Establishing some authority for [REDACTED]
25X1A to question records marked for destruction that appear to have a historical
value or fall under a legal retention requirement.

3. From reported observations and comments the various components
of the Agency might well be inadvertently destroying records of historical
value and records that should be retained under legal requirements. Additionally
there appears to be considerable confusion in certain categories of records
as to which office has responsibility as the office of record for preservation
of records. There are a number of other questions which point up considerable
confusion resulting from our decentralized records program but which are
now being accentuated because of the purging program.

4. The Executive Director advised that the CIA Records Management
Board has adequate authority to deal with all of these problems. In effect
the Records Management Board must centralize the policy and procedural
guidance for the Agency's records program and in a number of instances
must make decisions as to component responsibilities and in the settlement
of problems or disputes. The Board should serve as the central vehicle
by which all these matters are resolved. It is important that immedi-
guidance on the preservation of the historical records be established an-

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additionally guidance be furnished on records retention under legal requirements. The Board should call upon the Office of General Counsel and the Historical Staff for the necessary assistance and support. It is requested that the Board expedite its actions relative the above-cited problems.

[REDACTED]
R. L. Bannerman
Deputy Director
for Support

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